

HOW TO APPLY

Submit a current and complete State of Florida Employment Application to the People First Service Center online at <https://peoplefirst.myflorida.com/logon.htm>

ANTICIPATED VACANCY

BUDGET MANAGER

Annual Base Salary: \$55,940.77

****The successful candidate will be hired at the minimum salary****

Position Number: 008117

Class Code: 6750

Closing Date: Friday, October 2, 2015

General Description

The essential function of the position within the organization is to prepare, monitor and analyze budgets and manage fiscal functions of responsibility. The position is responsible for supervising staff; managing budgets of responsibility; processing accounts payable; inventory and purchasing management; auditing accounts; principle, statute, policy and procedure compliance; and performing related administrative functions, including preparing complex financial reports. The position works independently, reporting major budget activities to the Trial Court Administrator and/or Chief Judge through periodic meetings.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including selecting or recommending selection; training; assigning, reviewing and evaluating work; counseling; disciplining; and terminating or recommending termination.

Prepares, monitors and analyzes budgets; ensures appropriate funding for operating and adherence to budget allotments for the area of responsibility; prepares budget amendments as required.

Supervises preparation of professional contracts for services for mediators, court appointed attorneys, interpreters and similar professionals.

Con't BUDGET MANAGER

Manages accounting functions such as inventory control, procurement, or approving purchases using purchasing cards in compliance with applicable policy, procedures, statutes and regulations.

Audits, codes and reconciles contract invoices, equipment and supply invoices, travel vouchers and purchasing card transactions for payment.

Interacts with vendors to acquire information such as product specifications or pricing, negotiate purchases, or resolve discrepancies or disputes.

Sets up and maintains record systems; processes daily paperwork such as financial reports, memos, requisitions, invoices or personnel information.

Compiles information/data and prepares and reconciles periodic and special complex financial reports; reviews reports with upper management as directed.

Manages administrative functions such as preparing spreadsheets, conducting research, coordinating court activities, or performing data entry of financial information.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional seminars or conferences to improve technical or professional skills.

Education and Training Guidelines

- Bachelor's degree in business administration, finance, accounting or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.
- Five years of related experience, including two years of supervisory experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Licenses, Certifications, and Registrations Required

- None

Competencies

Data Responsibility:

Directs others in major events and reports on activities and results; ability to use FLAIR and any other appropriate State or County budget programs.

Con't BUDGET MANAGER

People Responsibility:

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

Assets Responsibility:

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money and supervising the purchasing of high value materials, supplies and equipment.

Mathematical Requirements:

Uses advanced algebra working with exponents and logarithms or linear quadratic equations; analytic geometry; and/or statistics, applying mathematical operations to frequency distribution, reliability and validity, analysis of variance, or correlation techniques.

Communications Requirements:

Reads technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups

Complexity of Work:

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure

Impact of Decisions:

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of damage is likely..

Equipment Usage:

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets or complex custom financial/accounting applications.

Con't BUDGET MANAGER

Special Comments:

- Experience in the court system is preferred.
- An application addendum is required for final applicants
- A thorough criminal and civil background check will be conducted on all final applicants.
- Reference check of previous and current employers.
- Position is available no earlier than Monday, October 5, 2015.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.